

CITY OF HOUSTON

Job Posting

Applications accepted from:
Job Classification
Posting Number
Department
Division
Section
Reporting Location
Workdays & Hours

ALL PERSONS INTERESTED
CHIEF INSPECTOR
PN #112343
HOUSTON POLICE
NEIGHBORHOOD PROTECTION
BOARDING HOUSE ENFORCEMENT
2636 SOUTH LOOP WEST, 4TH FLOOR*
MONDAY – FRIDAY, 10:00 A.M. – 6:00 P.M.*
ON-CALL 24/7

*Subject to change

9 DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Lead the Boarding House Enforcement Team, which include members of Houston Fire Department and Public Works. Maintain communication with the members of the Boarding House Enforcement Team. Supervise inspections and complaint investigations relating to Boarding House issues. Manages complaints and inquiries from citizens, elected officials and department representatives as it relates to Boarding House issues. Assumes the responsibility of the Assistant Director's Office during absences and special projects when requested. Provide monthly reports as required. Ability to work within case management databases and other technology.

10 WORKING CONDITIONS

This position is physically comfortable most of the time with occasional periods of stooping, bending and/or light lifting of materials up to 10 pounds.

11 MINIMUM EDUCATIONAL REQUIREMENTS

Requires an Associate's degree in a field related to the area of inspection to be performed; or a high school diploma/GED and certification/licensing in a technical specialty program of over 18 months in the area of inspection to be performed.

12 MINIMUM EXPERIENCE REQUIREMENTS

Ten years of journey level experience closely related to the area of inspection to be performed, whether in the building trades, heavy construction, inspection or water quality control are required. Three years of this experience must be in a supervisory capacity.

A Bachelor's degree closely related to the area of inspection to be performed may be substituted for the education requirement and two years of the experience requirement.

MINIMUM LICENSE REQUIREMENTS

May require a valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

14 PREFERENCES

None.

13

15 <u>SELECTION/SKILLS TESTS REQUIRED</u>

None, however the Department may administer a skills assessment evaluation.

16 SAFETY IMPACT POSITION X Yes No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

<u>Salary Range – Pay Grade 27</u> \$1,678.00 - \$2,442.00 Biweekly \$43,628.00 - \$63,492.00 Annually

18 *OPENING DATE* August 9, 2006

19 CLOSING DATE Open Until Filled

20 APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer